

BCA 1st Semester Exam., 2023

PRINCIPLES OF MANAGEMENT AND ORGANIZATION

Time : 3 hours

Full Marks : 60

Instructions :

- (i) The marks are indicated in the right-hand margin.
- (ii) There are **SEVEN** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question Nos. 1 & 2 are compulsory.

1. Answer any six of the following : $2 \times 6 = 12$

- (a) Define the term 'management'.
- (b) Who developed scientific management?
- (c) Max Weber developed which school of management thought?
- (d) Whether controlling is an executive function?
- (e) Who developed the management thought of human relations?
- (f) Introduce the concept of 'organization'.

- (g) Define 'staffing' as a management function.
- (h) Who propounded behavioural science approach of management thought?
- (i) Is the principle of unity of command a directing principle?
- (j) Name new control technique.

2. Answer any three of the following : $4 \times 3 = 12$

- (a) Briefly discuss the main elements of scientific management.
- (b) Mention executive functions in brief.
- (c) Explain the nature and importance of planning.
- (d) Discuss various types of formal organization.
- (e) What are different elements of controlling?

3. Describe the objectives and characteristics of scientific management. 12

4. What is financial management? What are the basic characteristics of a financial plan? 12

5. Explain briefly the steps involved in business planning. 12
6. Explain the meaning and significance of motivation. What are important elements of a sound motivation system? 12
7. Write an essay on social responsibility of business. 12
